MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

PROGRAM SUPPORT SPECIALIST

Position available with Environmental Services - Air Quality Division Work Location: 1001 N. Central, Phoenix, AZ 85004

Subject to duration of funding availability

Conditions of Employment

This is a Contract position.

Recruitment Dates

Monday, December 20, 2004 – Friday, January 14, 2005 Revised

Salary

\$10.66 Per Hour

Qualification Guidelines

High School Diploma or GED Certificate and at least two years of administrative customer support experience. The ideal candidate will have experience greeting and assisting the public, directing customers to the appropriate staff, and answering questions about assigned program requirements. Must have some experience providing general administrative assistance to upper level staff members. Intermediate to advanced level experience with Microsoft Word and Excel necessary. Preference will be given to candidates with permitting experience.

Essential Job Tasks

Answer phones and assist customers in person to answer questions about the Earthmoving/Dust Control Program. Provide information and referral services to the public and internal staff. Assess citizen concerns and direct them to appropriate staff. Develop and maintain electronic/computerized databases and spreadsheets. Conduct research. Retrieve statistical data from databases and generate statistical reports. Coordinate, monitor, and provide assistance with research and staff studies, programs, projects, grants and/or budgets. Update and maintain manual and automated filing systems. Coordinate and participate in meetings as required. Enter permit data into computerized database to generate permit numbers and calculate appropriate permit fees. Perform data entry and payment transmittal to cashier. Maintain filing system for tracking and documenting the status for each permit application. Operate standard office equipment to perform a variety of administrative tasks, which includes: assembling information packets, typing or preparing letters, reports, logs, etc. for distribution. Provide backup for Air Quality Permit Technicians, assisting customers (builders, property owners, planners, etc.) with the permitting process - answering questions and assisting with the completion of permit applications. Maintain acceptable attendance level.

Selection Procedure

The hiring authority will select the successful candidate based on departmental needs.

Filing Process

Please send completed Maricopa County Application Form directly to:

Donna Rodriguez, HR Specialist 1001 N. Central Avenue, Suite 550 Phoenix, AZ 85004 Fax: (602) 506-5141

Equal Employment Opportunity

IT IS THE POLICY OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. MARICOPA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

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